



**DEPARTMENT OF DEFENSE**

**Office of the Secretary**

**[Docket ID: DoD-2021-OS-0011]**

**Submission for OMB Review; Comment Request**

**AGENCY:** Office of the Under Secretary of Defense for Personnel and Readiness, Department of Defense (DoD).

**ACTION:** 30-day information collection notice.

**SUMMARY:** The DoD has submitted to OMB for clearance the following proposal for collection of information under the provisions of the Paperwork Reduction Act.

**DATES:** Consideration will be given to all comments received by **[INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**ADDRESSES:** Written comments and recommendations for the proposed information collection should be sent within 30 days of publication of this notice to [www.reginfo.gov/public/do/PRAMain](https://www.reginfo.gov/public/do/PRAMain). Find this particular information collection by selecting "Currently under 30-day Review - Open for Public Comments" or by using the search function.

**FOR FURTHER INFORMATION CONTACT:** Angela Duncan, 571-372-7574, or [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil).

**SUPPLEMENTARY INFORMATION:**

**TITLE; ASSOCIATED FORM; AND OMB NUMBER:** Department of Defense Telework Agreement; DD Form 2946; OMB Control Number 0704-ATEL.

**TYPE OF REQUEST:** Regular

**NUMBER OF RESPONDENTS:** 560,000

**RESPONSES PER RESPONDENT:** 1

**ANNUAL RESPONSES:** 560,000

**AVERAGE BURDEN PER RESPONSE:** 20 minutes

**ANNUAL BURDEN HOURS:** 186,667

**NEEDS AND USES:** Information is collected to register individuals as participants in the DoD alternative workplace program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. All employees who are authorized to telework shall complete a DD Form 2946. The DD Form 2946 shall be signed and dated by the employee's supervisor. Components are encouraged to include a DD Form 2946 in the new employee onboarding packages for those employees occupying telework eligible positions to ensure that they are aware of their telework responsibilities, should telework be offered or requested.

**AFFECTED PUBLIC:** Individuals or households

**FREQUENCY:** On occasion

**RESPONDENT'S OBLIGATION:** Voluntary

**OMB DESK OFFICER:** Ms. Jasmeet Seehra.

You may also submit comments and recommendations, identified by Docket ID number and title, by the following method:

- Federal eRulemaking Portal: <http://www.regulations.gov>. Follow the instructions for submitting comments.

Instructions: All submissions received must include the agency name, Docket ID number, and title for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the

Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

**DOD CLEARANCE OFFICER:** Ms. Angela Duncan.

Requests for copies of the information collection proposal should be sent to Ms. Duncan at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil).

Dated: May 25, 2021.

**Kayyonne T. Marston,**

*Alternate OSD Federal Register Liaison Officer,*

*Department of Defense.*

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